



CITY OF AKRON, OHIO
POLICE DIVISION
MICHAEL T. MATULAVICH, CHIEF OF POLICE

NUMBER P-2008-057	EFFECTIVE DATE March 31, 2008	RESCINDS P-2005-057 Issued 10-3-05
SUBJECT Electronic Control Devices (ECD) Procedure		ISSUING AUTHORITY Chief Michael T. Matulavich

I. POLICY

Electronic control devices are excellent tools to assist in controlling combative and resistive individuals. Only authorized personnel may carry and utilize such equipment and must do so in conformance with departmental guidelines and any applicable laws. Each application of an ECD is considered a use of force.

II. DEFINITIONS

- A. Less Lethal – Not intended to, or likely to, cause death or serious physical injury.
- B. Electronic Control Device (ECD) – Less lethal devices designed to affect a subject's motor and sensory nervous system by means of deploying battery powered electrical energy sufficient to cause involuntary muscle contractions and override an individual's voluntary motor responses. The device may also be used in a drive stun mode, whereas the energy is localized and only affects the sensory nervous system.
- C. Objectively reasonable – Cannot be specifically defined, however, officers shall evaluate each situation in light of the known circumstances. These may include, but are not limited to, the severity of the crime at issue, whether the suspect poses an immediate threat to the safety of officers or others, or whether he is actively resisting arrest or merely attempting to evade arrest by flight. *"Reasonableness of a particular use of force must be judged from the perspective of a reasonable officer on the scene, rather than with the 20/20 vision of hindsight."*

III. PROCEDURE

A. OPERATIONAL GUIDELINES

- 1. Only officers who have satisfactorily completed the approved training course shall be authorized to carry an ECD. This includes annual recertification and downloading of data port information.
- 2. Officers will carry the ECD in a department approved holster and consistent with department training.

3. Officers will take all reasonable steps to ensure that all of their issued equipment is functional and in good working order. This includes protecting the ECD from exposure to moisture, dirt, and unreasonable risk of theft.

B. DEPLOYMENT

1. The ECD may not be used:
 - a. As an investigative tool to threaten or attempt to gain information from a person.
 - b. Against a person already in custody unless physical resistance must be overcome.
 - c. Intentionally to an open wound.
 - d. As retaliation for physical or verbal abuse.
 - e. In an unprofessional manner.
 - f. To demonstrate the device on any person without the authorization of the Training Bureau.
2. The ECD can be used in conjunction with department approved chemical defense sprays.
3. The probes, wires and the individual's body that is between the probes should be avoided during the cycle as the officer may receive some of the same energy as the individual.
4. ECDs may be used:
 - a. When it is objectively reasonable to use less lethal force.
 - b. To display the ECD's test arc or "paint" the subject with the ECD's laser in attempting to gain compliance of the subject where resistance, assault, or violence is reasonably anticipated.
5. Unintentional cartridge discharge – The officer shall submit a confidential detailing the circumstances surrounding the deployment to his supervisor for investigation. The completed investigation will be forwarded to the ECD training instructor.
6. Use of ECD on animals:
 - a. Under some circumstances, a deployment of an ECD may provide a safer option for officers to handle incidents involving animals.

- b. An ECD may be deployed on an animal that presents a threat or that needs to be captured for reasons of public peace or safety, preservation of property, or other legitimate purposes.
- c. When feasible, officers should consider having an Animal Warden available so that tools such as “dog poles” can be used in conjunction with an ECD deployment to improve the chances of successfully controlling an animal.

C. OFFICER’S RESPONSIBILITIES

1. Upon use of the ECD with the drive stun technique or with cartridge deployment, the officer shall:
 - a. Request the response of a supervisor.
 - b. Request the response of an EMS Unit.
2. Individuals who have been subjected to the ECD or the probes shall be treated as follows:
 - a. Once in custody, the officer shall advise paramedics or the emergency department staff that the person has been subjected to the ECD and relate the approximate time the action occurred. If the probes penetrate the skin, the puncture sites shall also be brought to the attention of the officer’s supervisor, paramedics or emergency department staff. Only emergency department staff or EMS may remove ECD probes.
 - b. If the probes are no longer attached to the skin, the individual may be released to the custody of the officer after an EMS evaluation.
 - c. An officer shall obtain medical clearance from EMS or the emergency department physician.
3. Complete a Use of Force Report and an Incident Report.
4. The ECD probes are considered hazardous and shall be discarded in the biohazard container that all EMS units carry. Officers must use protective gloves when handling the discharged probes.

D. SERGEANT’S RESPONSIBILITIES

1. Respond to scene.
2. Ensure that EMS is responding.

3. Complete a Supervisor's Resisting Arrest/Use of Force Checklist on every use, whether it is the drive stun technique or cartridge deployment. When practical, photos shall be taken to document all contact points on the individual.
4. When any ECD deployment results in serious physical harm or death of an individual, ensure that the entire ECD and all parts of the cartridge are kept intact and are tagged into evidence.

By Order Of,

Michael T. Matulavich
Chief of Police

Date _____



CITY OF AKRON, OHIO
POLICE DIVISION
KENNETH R. BALL II, CHIEF OF POLICE

NUMBER P-2017-031	EFFECTIVE DATE October 1, 2017	RESCINDS P-91-031 Issued 10-23-90
SUBJECT Body Worn Camera (BWC) Procedure		ISSUING AUTHORITY Chief Kenneth R. Ball II

I. POLICY

This policy is intended to provide officers with instructions on when and how to use Body Worn Cameras (BWC) so that officers may reliably record law enforcement contacts with the public. The objective of this policy is to promote the efficiency and integrity of the Department's law enforcement mission by increasing officer safety, safeguarding the rights of citizens and reducing violent confrontations.

II. DEFINITIONS

- A. Body Worn Camera (BWC) – Equipment worn by an Akron police officer or supervisor that captures both audio/video upon activation and includes at a minimum a camera, microphone and recorder.
- B. Buffering Mode – After the BWC is powered on, it continuously loops/records 30 seconds of VIDEO only.
- C. Record Mode – When the BWC is placed in the record mode, it records both audio and video until the BWC is turned off or placed into buffering mode. Once placed into the record mode, the 30 seconds of pre-event video captured in the buffering mode, will be secured along with the video/audio captured in the record mode.
- D. System Administrator (SA) – The supervisor responsible for inventory, control and operational maintenance of the BWC program.
- E. Administrator – The officer(s) responsible for inventory, control, operational maintenance and dissemination of all BWC requested media.
- F. Media – Audio/Video recordings captured by the BWC.
- G. Evidence.com – The online web based digital storage facility accessed at <https://akronpdoh.evidence.com>. This virtual warehouse stores the digitally encrypted data in a secure environment accessible to personnel based on their security clearance.
- H. Axon View – A mobile application that allows the user to view a live stream from the camera, view a list of all the videos currently stored on the device and review those videos.

- I. Evidence Sync – Desktop or Mobile Data Browser (MDB) application that allows BWC users to view captured media from their BWC via a USB cable. Officers may also tag, categorize, add notes and or report numbers to captured media and will allow for upload to their Evidence.com account.
- J. Evidence Transfer Manager (ETM) -- The docking unit used to recharge the BWC and upload the encrypted captured media. The ETM then transfers the encrypted data digitally into Evidence.com.

III. PROCEDURE

A. General Information:

- 1. BWC's allow for additional documentation of police and citizen encounters. BWC's can also assist in documenting property inventories, collecting evidence, and with the prosecution of criminal cases.
- 2. **Officer and citizen safety should always be given priority over activating BWC media.** Officers may encounter a situation requiring immediate action to prevent injury, destruction of evidence or escape. In these situations, officers should activate the BWC if doing so does not place them or others in danger. Otherwise officers shall activate the BWC at the first available opportunity after the immediate threat has been addressed.
- 3. All captured media from a BWC is an official record of the Akron Police Department (APD). Accessing, copying, or releasing any captured media for any purpose, other than law enforcement related purposes, is strictly prohibited and subject to discipline. Officers are prohibited from copying and/or releasing any recordings for their personal use and are prohibited from using a recording device (such as a phone camera or secondary video and audio camera) to record media from a BWC.
- 4. Officers shall not edit, delete, copy, alter, or destroy captured BWC media.
- 5. Any officers not assigned a BWC by the department may purchase their own BWC with approval from the System Administrator. Any individually purchased BWC must be entered into the system by the Administrator and any media produced from the BWC will be the property of the APD. Any officers who purchase their own BWC must adhere strictly to this procedure.

B. Officer Responsibilities

- 1. Successfully complete mandatory training provided by the Akron Police Department to familiarize themselves with the BWC system and departmental procedure prior to its use and receive additional training as needed.
- 2. Officers are responsible for all BWC equipment assigned to them and shall complete and submit a Lost, Damaged or Inoperable Property report if their BWC becomes damaged,

lost, stolen, or is inoperable. Officers are to either send an email to the Administrator or ensure he/she receives a copy of the report.

3. Document the existence of captured media when completing police reports or documents by using the acronym "BWC," or when applicable, by checking the BWC box.
4. Notify a supervisor as soon as practical when a BWC was not placed into Record Mode in compliance with this procedure.
5. At the start of a tour of duty (and in absence of an emergency situation or call that may prevent an officer from doing so) officers shall:
 - a. Inspect the BWC and related equipment to ensure there are no visible or obvious signs of damage.
 - b. Secure the BWC to the approved uniform on the outermost garment. The BWC is not to be covered by the uniform coat or any other part of the police uniform.
 - c. Place the BWC in a location that will most likely capture the officer's field of view.
 - d. Activate the BWC by turning on the power button.
 - e. The driver of the assigned police vehicle shall use the BWC to record the exterior of the vehicle while completing a 360 degree walk around inspection and verbally note any fresh damage discovered. Noted damage is to be reported to his/her supervisor.
6. During each tour of duty, maintain the BWC in the Buffering Mode so it can easily be placed into Record Mode for the capture of video and audio evidence.
7. Place the BWC into Record Mode prior to taking any police related action including but not limited to:
 - a. All calls for service that are likely to result in a citizen contact. These calls will include both officer callouts and dispatched calls for service.
 - b. Other events, situations and circumstances, including but not limited to, armed encounters, acts of physical violence, civil disturbances, and criminal or suspicious activity.
 - c. Any situation in which an officer believes captured media may be of use.
8. After the BWC unit is placed in Record Mode, officers may advise the citizen(s) that the BWC is on and recording audio and video.
9. Officers are permitted to turn off the Record Mode (and enter back into the Buffering Mode) during the following situations:

- a. When the citizen contact has concluded.
 - b. When the call has concluded.
 - c. When ordered to do so by a supervisor.
 - d. When entering a private home or building where consent of the owner or person with authority to give consent to the entrance is required and that person expressly declines to permit video and/or audio recording inside the home or building. If possible, officers shall request that the citizen step outside.
 1. This will not apply to entrance where consent is not required or no longer required once inside the home/building, including entrances related to a search warrant, arrest warrant, domestic violence calls, and emergency or extenuating circumstances.
 - e. When interacting with a victim or witness who refuses to cooperate if the BWC is recording. If practical and reasonable, the officer shall record the victim or witness requesting the BWC be turned off while still in the Record Mode.
 - f. When requested by a patient, on-scene emergency medical personnel or medical staff to ensure protected health information and/or treatment is not recorded. If practical and reasonable, the officer shall record the patient or medical personnel requesting the BWC to be turned off while still in the Record Mode. In any event, where medical treatment is being provided to a person, the officer, where feasible, shall announce that the BWC is recording.
 - g. During any investigation when an officer believes the confidentiality of a witness should be protected.
 - h. Officers conducting an investigation may stop the audio recording only to discuss their investigation. Prior to stopping the audio recording, the officer shall indicate that the audio is being stopped to discuss the investigation. Once the discussion is complete, the officers will re-activate the audio recording until the completion of the call.
10. Document the reason that a BWC is being returned to the Buffering Mode. Documentation shall take the form of making a recorded announcement on the BWC.
 11. At the end of a tour of duty:
 - a. The driver of the assigned police vehicle shall use the BWC to record the exterior of the vehicle while completing a 360 degree walk around inspection and verbally note any fresh damage. Noted damage is to be reported to his/her supervisor.

- b. Inspect the BWC and related equipment to ensure there are no visible or obvious signs of damage.
 - c. Place the BWC into the ETM slot for uploading of captured media and charging of the unit.
- C. The BWC will not be used in the Record Mode during the following, unless capturing evidence related to activities described in section III B(7) of this procedure:
 - 1. Divisional administrative investigations without the expressed consent of the commanding officer of the involved incident.
 - 2. Internal non-investigative staff meetings, hearings, and encounters with other officers, supervisors, command staff, Police Legal Advisors, or city employed civilians assisting the police.
 - 3. Conversations of fellow officers or civilian employees without their knowledge during routine, non-enforcement related activities.
 - 4. Any place where there is a reasonable expectation of privacy (dressing rooms, restrooms, etc.).
 - 5. To capture images of confidential informants or undercover officers, unless requested by the undercover officer, their supervisor, or commanding officer.
 - 6. Conversations of citizens and/or officers (i.e. administrative duties, court, community meetings, etc.).
 - 7. Sporting events or other entertainment venues (venues or organizations may have prohibitions against recording the event or filming within the facility).
- D. Officers are encouraged to use Axon View or Evidence Sync to categorize and tag captured media prior to uploading.
 - 1. Add report numbers (if applicable), traffic ticket numbers (if applicable), category/retention period and location to captured media.
 - 2. Add notes or flag captured media to assist investigative units with use of the captured media (when applicable).
- E. Evidence Sync shall only be used from city-owned computer equipment. Officers shall not install Evidence Sync on non-city owned computers or devices.

- F. Alternately, once captured media is uploaded officers shall, as soon as practical:
 - 1. Log into their Evidence.com account and add report numbers (if applicable), traffic ticket numbers (if applicable), category/retention period and location to captured media. If multiple categories apply, place the captured media into the category with the longest retention period (see III R category and retention schedule).
- G. Officers assigned a BWC are encouraged to review BWC media prior to completing any investigative reports.
- H. Officers shall surrender their BWC to their supervisor or to an officer of the Investigative Subdivision responsible for investigating an officer involved death or serious injury (P-17-68).
- I. No officer shall be required to give a statement if there is a body camera video until the officer and the officer's representative are afforded the opportunity to view the video(s) first. (See article VII, section I of Collective Bargaining Agreement).
- J. Secondary Employment:
 - 1. Use of the BWC while working authorized secondary employment is recommended but not required.
 - 2. Officers using the BWC at secondary employment shall:
 - a. Adhere to all BWC requirements.
 - b. Return the BWC to the ETM after the completion of their secondary employment to immediately upload and tag any captured media; unless authorized by a supervisor to do so at a later time.
 - c. Ensure the BWC is charged and any captured media is uploaded to Evidence.com prior to the start of their next tour of duty.
- K. Use of the BWC while on a SWAT call shall be done under the direction of the SWAT commander.
- L. Media Storage:
 - 1. All captured media will be uploaded from the ETM and stored at Evidence.com according to the City of Akron records retention schedule.
 - 2. Officers may access BWC media via Evidence.com and view it to assist with investigations or reports.

M. Supervisor Responsibilities

1. Ensure officers assigned a BWC are complying with this procedure.
2. Document in the BWC shift folder any incident in which an officer notifies the supervisor about an incident in which a BWC should have been activated, but was not.
3. Review all captured media related to a complaint or incident resulting in a supervisory investigation.
4. Document the existence of captured media in the Supervisors checklist and/or Complaint checklist including the following;
 - a. All officers on scene and their ID numbers.
 - b. All captured media reviewed.
 - c. Any discrepancies between the captured media and reports.
5. View captured media from Evidence.com or by having the officer log into Evidence.com and view it from the officer's account.
6. Make regular and random reviews of recordings created by officers under their command.
 - a. Confirm proper use of the equipment.
 - b. Confirm compliance with this procedure.
 - c. Identify areas where additional training or guidance is needed.
 - d. Move captured media into the correct categories, if needed.
7. Ensure officers who complete a Lost, Damaged or Inoperable Property report on their BWC notify the Administrator.
8. When notified that an officer is unable to complete the categorizing or tagging of captured media, determine if immediate attention is required or if the task can be completed at the start of the officer's next work day.
9. Contact the Administrator for pick up or drop off of any BWC.

N. Office of Professional Standards and Accountability Responsibilities

1. Review captured media related to a complaint or incident resulting in a supervisory investigation.

2. On a monthly basis, conduct documented random reviews of BWC media of citizen contacts to ensure that they are used in accordance with this procedure and to identify areas in which additional training or guidance is required. These reviews will be shared with the appropriate shift commanders.

O. System Administrator and Administrator Responsibilities

1. Produce BWC media as required for law enforcement purposes, court purposes, as requested by the Chief of Police or designee, for public records requests and/or for training purposes.
2. Assist with questions about the BWC program and related procedure.
3. Be the point of contact with the BWC vendor.
4. Ensure new accounts are created as needed in Evidence.com, existing accounts are kept up to date, and proper account authority is maintained.
5. Maintain spare BWC units as needed.
6. Review BWC media for any potential changes needed to the BWC program.
7. Review this procedure annually and make changes as needed.
8. Review BWC data and conduct a documented annual analysis of the data, frequency, and use.

P. Requests to view or receive copies of captured media.

1. Captured media needed for law enforcement purpose (i.e. court, case files, supervisory investigations, etc.) shall be requested through the Administrator.
2. Officers are encouraged to flag a video that they feel may have training value to either the System Administrator or Administrator.
3. Officers are strictly prohibited from allowing persons outside of law enforcement to view or listen to any media captured by the BWC without prior authorization from the Chief of Police or designee.
4. Unless otherwise directed by the Chief of Police or designee, all video or audio recordings shall NOT be disseminated outside of law enforcement.
5. Officers shall direct all public requests for redacted captured media to the Record Room.

- Q. All requests to exhibit, display, or demonstrate the BWC to outside parties shall be directed to the Chief's Office.
- R. Officers shall use the following categories to assist in maintaining and filing captured BWC media.
1. Non-Evidentiary/Administrative: 60 Day Retention
 2. Minor Misdemeanor: 270 Days Retention
 3. Misdemeanor: 116 Week Retention
 4. Use of Force: 116 Week Retention
 5. Non-Violent Felony: 324 Week Retention
 6. Violent Felonies: 21 Year Retention
 7. Pending Review: Until Manually Deleted
 8. Training Use Only: Until Manually Deleted
 9. Title 29: Until Manually Deleted
 10. Restricted-OPSA: Until Manually Deleted
 11. Rape, Murder, Sexual Battery: Until Manually Deleted
 12. Uncategorized: Until Manually Deleted

By Order Of,

Kenneth R. Ball, II
Chief of Police

Date _____



Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, OH 43211-2474

OHIO HISTORY CONNECTION Page 1 of 8

AUG 09 2017

STATE AND LOCAL
GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)– Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A: Local Government Unit

City of Akron

Police Division – Body Worn Cameras

(local government entity)

James D. Nice

James Nice

(unit)

Police Chief

6-9-17

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

City of Akron

Records Commission

(330) 375-2030

(telephone number)

161 South High Street, Suite 202
(address)

Akron
(city)

44303
(zip code)

Summit
(county)

To have this form returned to the Records Commission electronically, include an email address:
klal@akronohio.gov; elander@akronohio.gov

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

[Signature]
Records Commission Chair Signature

8/9/17
Date

Section C: Ohio History Connection - State Archives

[Signature]
Signature

Local Government Records Archivist
Title

9/17/17
Date

Section D: Auditor of State

[Signature]
Signature

Records Manager
Title

9-18-17
Date

Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retain a permanent copy of this form

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*City of Akron
(local government entity)Police Division – Body Worn Cameras (BWC)
(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
APD- BWC-1	Administrative/other (Non-evidentiary, non-records) Includes: citizen encounters where no other category's criteria on this schedule applies; traffic stops where no citation was issued; if an officer believes the incident may result in a complaint; start/end of tour of duty; etc.	60 days, provided no administrative action or complaint pending.	Electron ic/digital		<input type="checkbox"/>
APD- BWC-2	Minor Misdemeanor (traffic and criminal) Includes conspiracy to commit, attempt to commit, and complicity in committing charges.	9 months, provided case is closed/no appeals pending.	Electron ic/digital		<input type="checkbox"/>
APD- BWC-3	Misdemeanor other than minor misdemeanor (traffic and criminal) Includes conspiracy to commit, attempt to commit, and complicity in committing charges.	2 years, 3 months provided case is closed/ no appeals pending.	Electron ic/digital		<input type="checkbox"/>
APD- BWC-4	All felonies except those listed elsewhere on this schedule. Includes conspiracy to commit, attempt to commit, and complicity in committing charges.	6 years, 3 months provided case is closed/no appeals pending.	Electron ic/digital		<input type="checkbox"/>
APD- BWC-5	Voluntary Manslaughter (Ohio Revised Code Section 2903.03) Includes conspiracy to commit, attempt to commit, and complicity in committing charges.	20 years, 3 months provided case is closed/no appeals pending.	Electron ic/digital		<input type="checkbox"/>
APD-	Involuntary Manslaughter (Ohio Revised	20 years, 3	Electron		

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*City of Akron
(local government entity)Police Division – Body Worn Cameras (BWC)
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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
BWC-6	Code Section 2903.04) Includes conspiracy to commit, attempt to commit, and complicity in committing charges.	months provided case is closed/no appeals pending.	ic/digital		<input type="checkbox"/>
APD-BWC-7	Felonious Assault (On Police Officer) (Ohio Revised Code Section 2903.11) Includes conspiracy to commit, attempt to commit, and complicity in committing charges.	20 years, 3 months provided case is closed/ no appeals pending.	Electron ic/digital		<input type="checkbox"/>
APD-BWC-8	Aggravated Assault (On Police Officer) (Ohio Revised Code Section 2903.12) Includes conspiracy to commit, attempt to commit, and complicity in committing charges.	20 years, 3 months provided case is closed/ no appeals pending.	Electron ic/digital		<input type="checkbox"/>
APD-BWC-9	Assault (felony) (Ohio Revised Code Section 2903.13) Includes conspiracy to commit, attempt to commit, and complicity in committing charges.	20 years, 3 months provided case is closed/no appeals pending.	Electron ic/digital		<input type="checkbox"/>
APD-BWC-10	Kidnapping (Ohio Revised Code Section 2905.01) Includes conspiracy to commit, attempt to commit, and complicity in committing charges.	20 years, 3 months provided case is closed/no appeals pending.	Electron ic/digital		<input type="checkbox"/>
APD-BWC-11	Trafficking in Persons (Ohio Revised Code Section 2905.32) Includes conspiracy to commit, attempt	20 years, 3 months provided	Electron ic/digital		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

City of Akron

Police Division – Body Worn Cameras (BWC)

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
	to commit, and complicity in committing charges.	case is closed/ no appeals pending.			
APD-BWC-12	Unlawful Sexual Conduct With Minor (Ohio Revised Code Section 2907.04) Includes conspiracy to commit, attempt to commit, and complicity in committing charges.	20 years, 3 months provided case is closed/no appeals pending.	Electronic/digital		<input type="checkbox"/>
APD-BWC-13	Gross Sexual Imposition (Ohio Revised Code Section 2907.05) Includes conspiracy to commit, attempt to commit, and complicity in committing charges.	20 years, 3 months provided case is closed/no appeals pending.	Electronic/digital		<input type="checkbox"/>
APD-BWC-14	Compelling Prostitution (Ohio Revised Code Section 2907.21) Includes conspiracy to commit, attempt to commit, and complicity in committing charges.	20 years, 3 months provided case is closed/no appeals pending.	Electronic/digital		<input type="checkbox"/>
APD-BWC-15	Aggravated Arson ((Ohio Revised Code Section 2909.02) Includes conspiracy to commit, attempt to commit, and complicity in committing charges.	20 years, 3 months provided case is closed/no appeals pending.	Electronic/digital		<input type="checkbox"/>
APD-BWC-16	Soliciting or Providing Support for Act of Terrorism (Ohio Revised Code Section 2909.22) Includes conspiracy to commit, attempt to commit, and complicity in committing	20 years, 3 months provided case is closed/no	Electronic/digital		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

City of Akron

Police Division – Body Worn Cameras (BWC)

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
	charges.	appeals pending.			
APD- BWC-17	Making Terrorist Threat (Ohio Revised Code Section 2909.23) Includes conspiracy to commit, attempt to commit, and complicity in committing charges.	20 years, 3 months provided case is closed/no appeals pending.	Electron ic/digital		<input type="checkbox"/>
APD- BWC-18	Terrorism (Ohio Revised Code Section 2909.24) Includes conspiracy to commit, attempt to commit, and complicity in committing charges.	20 years, 3 months provided case is closed/ no appeals pending.	Electron ic/digital		<input type="checkbox"/>
APD- BWC-19	Criminal Possession of Chemical, Biological, Radiological or Nuclear Weapon or Explosive Device (Ohio Revised Code Section 2902.26 and 2909.27) Includes conspiracy to commit, attempt to commit, and complicity in committing charges.	20 years, 3 months provided case is closed/ no appeals pending.	Electron ic/digital		<input type="checkbox"/>
APD- BWC-20	Illegal Assemble or Possession of Chemicals or Substances for Manufacture of Prohibited Weapons (Ohio Revised Code Section 2909.28) Includes conspiracy to commit, attempt to commit, and complicity in committing charges.	20 years, 3 months provided case is closed/no appeals pending.	Electron ic/digital		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*City of Akron
(local government entity)Police Division – Body Worn Cameras (BWC)
(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
APD- BWC-21	Money Laundering in Support of Terrorism (Ohio Revised Code Section 2909.29) Includes conspiracy to commit, attempt to commit, and complicity in committing charges.	20 years, 3 months provided case is closed/no appeals pending.	Electron ic/digital		<input type="checkbox"/>
APD- BWC-22	Aggravated Robbery (Ohio Revised Code Section 2911.01) Includes conspiracy to commit, attempt to commit, and complicity in committing charges.	20 years, 3 months provided case is closed/no appeals pending.	Electron ic/digital		<input type="checkbox"/>
APD- BWC-23	Robbery (Ohio Revised Code Section 2911.05) Includes conspiracy to commit, attempt to commit, and complicity in committing charges.	20 years, 3 months provided case is closed/no appeals pending.	Electron ic/digital		<input type="checkbox"/>
APD- BWC-24	Aggravated Burglary (Ohio Revised Code Section 2911.11) Includes conspiracy to commit, attempt to commit, and complicity in committing charges.	20 years, 3 months provided case is closed/no appeals pending.	Electron ic/digital		<input type="checkbox"/>
APD- BWC-25	Burglary (Ohio Revised Code Section 2911.12) Includes conspiracy to commit, attempt to commit, and complicity in committing charges.	20 years, 3 months provided case is closed/no appeals pending.	Electron ic/digital		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form*

City of Akron

Police Division – Body Worn Cameras (BWC)

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
APD- BWC-26	Aggravated Riot (Ohio Revised Code Section 2917.02) Includes conspiracy to commit, attempt to commit, and complicity in committing charges.	20 years, 3 months provided case is closed/ no appeals pending.	Electron ic/digital		<input type="checkbox"/>
APD- BWC-27	Rape (Ohio Revised Code Section 2907.02) Includes conspiracy to commit, attempt to commit, and complicity in committing charges.	3 months after case is closed/no appeals pending; otherwise permanent	Electron ic/digital		<input type="checkbox"/>
APD- BWC-28	Sexual Battery (Ohio Revised Code Section 2907.03) Includes conspiracy to commit, attempt to commit, and complicity in committing charges.	3 months after case is closed/no appeals pending; otherwise permanent	Electron ic/digital		<input type="checkbox"/>
APD- BWC-29	Aggravated Murder (Ohio Revised Code Section 2903.01)	Permanent	Electron ic/digital		<input type="checkbox"/>
APD- BWC-30	Murder (Ohio Revised Code Section 2903.02)	Permanent	Electron ic/digital		<input type="checkbox"/>
APD- BWC-31	Offense involving misconduct while in office by a public servant.	Length of employe nt plus 2 years, provided case is closed/no appeals pending.	Electron ic/digital		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*City of Akron
(local government entity)Police Division – Body Worn Cameras (BWC)
(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
					<input type="checkbox"/>
					<input type="checkbox"/>

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(1) TO: City of Akron Records Commission, Tel. No.: (330) 375-2030

217 S. High St. Akron 44308 Summit
(ADDRESS) (CITY) (ZIP CODE) (COUNTY)

(2) FROM: City of Akron Police
(POLITICAL SUBDIVISION NAME) (UNIT)

X Edward D. Levine Chief of Police 6/18/99
(SIGNATURE OF RESPONSIBLE OFFICIAL) (TITLE) (DATE)

(3) CERTIFICATION: I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and passed the retention schedules contained on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these record series from being destroyed, transferred, or otherwise disposed of in violation of this schedule and that no record will be knowingly disposed of which pertains to any pending case, claim, action or request. Further, any microfilm replacing a record listed on this schedule will conform to ANSI standards. This RC-2 was approved on _____ as reflected by the minutes kept by this commission.

Chairman, Records Commission:

Signature _____ Date _____

(4) Subject to selection upon receipt of a
Certificate of Records Disposal (RC-3):

For the Ohio Historical Society _____ Date _____

Approved by the Ohio Auditor of State:

For the Ohio Auditor of State _____ Date _____

***SEPARATE ENTRIES SHOULD BE MADE FOR RECORDS WITH MORE THAN ONE MEDIA TYPE**

(5) (6) (7) (8)* (9)

Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
	ADMINISTRATION			
	Internal Affairs:			
99-001:RC2	Case File Folders	Permanent	Hard Copy/Paper	
	Chief's Office:			
99-002:RC2	Request for Service/Information Report	2 years	Hard Copy/Paper	
99-003:RC2	Sworn Personnel Files-current	permanent	Hard Copy/Paper	
99-004:RC2	Clerical Personnel Files-current	permanent	Hard Copy/Paper	
99-005:RC2	Clerical Personnel Files-former	Permanent	Hard Copy/Paper	
99-006:RC2	Subject Files & Trouble Areas	Permanent	Hard Copy/Paper	
99-007:RC2	Resisting Arrest	Permanent	Hard Copy/Paper	

8/98

*Microfilm (retained permanently), then destroy originals

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

 FROM: City of Akron
 (political subdivision name)

 Police _____
 (unit)

(5)	(6)	(7)	(8)	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
99-008:RC2	Unfounded Complaints	Permanent	Hard Copy/Paper	
99-009:RC2	Background Investigations	Permanent	Hard Copy/Paper	
99-010:RC2	Chief's Orders	Permanent	Hard Copy/Paper	
99-011:RC2	Chief's Directives	Permanent	Hard Copy/Paper	
99-012:RC2	Discharge of Firearms	Permanent	Hard Copy/Paper	
99-013:RC2	Annual Reports	Permanent	Hard Copy/Paper	
99-014:RC2	Vacancy Postings	5 year	Hard Copy/Paper	
99-015:RC2	Correspondence	2 yrs. beyond tenure of Chief	Hard Copy/Paper	
99-016:RC2	Commander's Reports	Permanent	Hard Copy/Paper	
99-017:RC2	Complaint Forms	Permanent	Hard Copy/Paper	
99-018:RC2	Daily Traffic Report	1 year	Hard Copy/Paper	
	<u>UNIFORM SUBDIVISION</u>			
	<u>Adult School Crossing Guards:</u>			
99-019:RC2	Personnel Records	1 year	Hard Copy/Paper	
	<u>Patrol Operations:</u>			
99-020:RC2	Officer Disciplinary File	Duration of employment	Hard Copy/Paper	
99-021:RC2	Use of Force Packages (reports; cassette statements; polaroid photos)	1 year	Hard Copy/Paper Cassette/Photograph	
99-022:RC2	Completed Complaint Invests. (cassette Statements; photos)	Permanent	Hard Copy/Paper Cassette/Photograph	
*Microfilm (retained permanently), then destroy originals				

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

 FROM: City of Akron
 (political subdivision name)

 Police _____
 (unit)

(5)	(6)	(7)	(8)	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
99-023:RC2	Resisting Arrests Unresolved (cassette statements; photos)	Dispose after cases resolved	Hard Copy/Paper Cassette/Photograph	
99-024:RC2	Misc. Correspondence & Repts.	1 year	Hard Copy/Paper	
99-025:RC2	Resisting/Assault Investigations (cassette statements; photos)	Until case is disposed	Hard Copy/Paper Cassette/Photograph	
	<u>Hit Skip:</u>			
99-026:RC2	Ohio Traffic Crash Report & Witness Statements	2 years	Hard Copy/Paper	
	<u>Court Liaison:</u>			
99-027:RC2	Field Arrest/Summons Form	2 years	Hard Copy/Paper	
99-028:RC2	CAIR Reports	1 year	Hard Copy/Paper	
	<u>Reserves:</u>			
99-029:RC2	Reserve Duty Card	1 year	Hard Copy/Paper	
99-030:RC2	Time Donated	1 year	Hard Copy/Paper	
99-031:RC2	Application for Reserve	Permanent	Hard Copy/Paper	
99-032:RC2	Personnel Data Sheet	Permanent	Hard Copy/Paper	
99-033:RC2	Reserve Contact Sheet	1 year	Hard Copy/Paper	
99-034:RC2	Resignation Letter	Permanent	Hard Copy/Paper	
	<u>Patrol Office:</u>			
99-035:RC2	Civilian Observer Forms	1 year	Hard Copy/Paper	
99-036:RC2	Commanders Reports	1 year	Hard Copy/Paper	
99-037:RC2	Confidentials	2 months	Hard Copy/Paper	
99-038:RC2	Court Notifications	1 year	Hard Copy/Paper	
*Microfilm (retained permanently), then destroy originals				

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

 FROM: City of Akron
 (political subdivision name)

Police
 (unit)

(5)	(6)	(7)	(8)	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
99-039:RC2	Cruiser Logs	1 year	Hard Copy/Paper	
99-040:RC2	Information Board Material	1 year	Hard Copy/Paper	
99-041:RC2	Miscellaneous Files	current yr. & prior 4 yrs.	Hard Copy/Paper	
99-042:RC2	Orders	Permanent	Hard Copy/Paper	
99-043:RC2	Transportation Reports	current yr. & prior 4 yrs.	Hard Copy/Paper	
99-044:RC2	Vehicular Pursuits	4 years	Hard Copy/Paper	
	<u>Vehicle Disposal:</u>			
99-045:RC2	Tow Reports	3 years	Hard Copy/Paper	
99-046:RC2	Inventory List of Towed Vehs.	5 years	Hard Copy/Paper	
99-047:RC2	Affidavits	3 years	Hard Copy/Paper	
99-048:RC2	Order to Comply Junk Vehicle	2 years	Hard Copy/Paper	
	<u>Commissary:</u>			
99-049:RC2	Uniform Clothing Allowance Checks	5 years	Hard Copy/Paper	
99-050:RC2	Purchase Orders	5 years	Hard Copy/Paper	
99-051:RC2	City of Akron Receiving Memorandum	5 years	Hard Copy/Paper	
99-052:RC2	Reserve Officer Uniform Information	5 years	Hard Copy/Paper	
99-053:RC2	Communication Technician Uniform Information	5 years	Hard Copy/Paper	
99-054:RC2	Equipment Sign-Out Sheets	1 year	Hard Copy/Paper	
*Microfilm (retained permanently). then destroy originals				

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: City of Akron Police
(political subdivision name) (unit)

(5)	(6)	(7)	(8)	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
99-055:RC2	Surplus Equipment	1 year	Hard Copy/Paper	
99-056:RC2	Body Armor Waivers	1 year	Hard Copy/Paper	
99-057:RC2	BP Gas Card Information	1 year	Hard Copy/Paper	
99-058:RC2	Honor Guard Specifications	5 years	Hard Copy/Paper	
99-059:RC2	Requisitions	1 year	Hard Copy/Paper	
99-060:RC2	APD Procedures	1 year	Hard Copy/Paper	
99-061:RC2	Expenditure Vouchers	1 year	Hard Copy/Paper	
99-062:RC2	Civilian Clothing Allowance Checks	5 years	Hard Copy/Paper	
99-063:RC2	Uniform Clothing Allowance Checks	5 years	Hard Copy/Paper	
99-064:RC2	Equipment Quotes	1 year	Hard Copy/Paper	
99-065:RC2	Officers Resigned/Released	5 years	Hard Copy/Paper	
99-066:RC2	Retired Officers	1 year	Hard Copy/Paper	
99-067:RC2	Retired Officers Prev. Yrs.	1 year	Hard Copy/Paper	
99-068:RC2	Completed Sign-Out Sheets	1 year	Hard Copy/Paper	
99-069:RC2	Trainee Uniform Order	1 year	Hard Copy/Paper	
99-070:RC2	Budget Projections	1 year	Hard Copy/Paper	
99-071:RC2	Purchase Orders	1 year	Hard Copy/Paper	
99-072:RC2	First Aid Bags	1 year	Hard Copy/Paper	
99-073:RC2	City Vehicle Survey	1 year	Hard Copy/Paper	
99-074:RC2	Clothing Auth. Slips/Chits	2 years	Hard Copy/Paper	
*Microfilm (retained permanently), then destroy originals				

Form RC-2

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

 FROM: City of Akron
 (political subdivision name)

 Police _____
 (unit)

(5)	(6)	(7)	(8)	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
99-075:RC2	Accident Reports/Estimates	5 years	Hard Copy/Paper	
99-076:RC2	Vehicle Information	1 year	Hard Copy/Paper	
99-077:RC2	Automobile Loss Notice	1 year	Hard Copy/Paper	
99-078:RC2	Report of Damage/Loss	1 year	Hard Copy/Paper	
	<u>Traffic Bureau:</u>			
99-079:RC2	BAC Verifier Records	3 years	Hard Copy/Paper	
99-080:RC2	Monthly Report	3 years	Hard Copy/Paper	
99-081:RC2	Monthly and Daily Totals	3 years	Hard Copy/Paper	
99-082:RC2	Immobilization's & Forfeitures	3 years	Hard Copy/Paper	
99-083:RC2	Traffic Tapes	when case completed	Audio Tape	
99-084:RC2	Commanders Report	2 years	Hard Copy/Paper	
99-085:RC2	Released Towed Vehicles	3 years	Hard Copy/Paper	
99-086:RC2	Fatal Film	7 years	Negatives/photos	
99-087:RC2	Traffic Fatalities	Permanent	Hard copy/paper	
99-088:RC2	Payroll Records/Ledgers	1 year	Hard copy/paper	
99-089:RC2	Incident Reports (pink copies)	6 months	Hard copy/paper	
	<u>INVESTIGATIVE SUBDIVISION</u>			
	<u>Vice:</u>			
99-090:RC2	Polaroid Photographs of arrests	2 years	Photograph/Paper	
99-091:RC2	Daily Activity - commanders Sheet	6 months	Hard Copy/Paper	
*Microfilm (retained permanently), then destroy originals				

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: City of Akron Police
(political subdivision name) (unit)

(5)	(6)	(7)	(8)	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
99-092:RC2	Liquor Permits	1 year	Hard Copy/Paper	
99-093:RC2	File Photographs	2 years	Photo/paper	
99-094:RC2	Field Interrogation Cards	3 years	Hard Copy/Paper	
99-095:RC2	Case Investigation Files	2 years	Hard Copy/Paper	
99-096:RC2	Vice Complaints	6 months	Hard Copy/Paper	
99-097:RC2	Chief's Orders/Vacancy Postings	1 month	Hard Copy/Paper	
99-098:RC2	Vice Rpts. of investigations & Incident Reports	2 years	Hard Copy/Paper	
99-099:RC2	Vice confidential arrest rpts.	2 years	Hard Copy/Paper	
99-100:RC2	Records pertaining to Cops In Shops Grants	7 years	Hard Copy/Paper	
99-101:RC2	Reports of liquor violations	until the license is no longer valid	Hard Copy/Paper	
99-102:RC2	C,D, and F Liquor licenses & Permit information	until the license is no longer valid	Hard Copy/Paper	
	<u>Property Room:</u>			
99-103:RC2	Property Log Books	Permanent	Hard Copy/Paper	
99-104:RC2	Gun Releases	10 years	Hard Copy/Paper	
99-105:RC2	Court Orders	7 years	Hard Copy/Paper	
99-106:RC2	Journal Entry Forms	5 years	Hard Copy/Paper	
99-107:RC2	Release Forms	5 years	Hard Copy/Paper	
	<u>Polygraph:</u>			
99-108:RC2	Arther's Chart Analysis Form	Permanent	Computer	
*Microfilm (retained permanently), then destroy originals				

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: City of Akron Police
(political subdivision name) (unit)

(5)	(6)	(7)	(8)	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
99-109:RC2	Agreement & Stipulation Form	6 years	Hard Copy/Paper	
99-110:RC2	Miranda Rights	6 years	Hard Copy/Paper	
99-111:RC2	Arther's Polygraph Procedures	Permanent	Hard Copy/Paper	
99-112:RC2	Polygraph Consent Form	Permanent	Hard Copy/Paper	
99-113:RC2	Polygraph Peak of Tension Form	Permanent	Hard Copy/Paper	
99-114:RC2	Pre-Employment Background Form	Permanent	Hard Copy/Paper	
99-115:RC2	Pre-Employment Question Form	Permanent	Hard Copy/Paper	
99-116:RC2	Polygraph Chart	Permanent	Computer	
	<u>Auto Theft:</u>			
99-117:RC2	Incident Report	2 years	Hard Copy/Paper	
99-118:RC2	Active Stolen Auto Validation Printout	Permanent	Hard Copy/Paper	
99-119:RC2	Towed Vehicle Report	5 years	Hard Copy/Paper	
99-120:RC2	Motor Vehicle Theft Reports -Active	Permanent	Hard Copy/Paper	
99-121:RC2	Motor Vehicle Theft Reports -Recovered	2 years	Hard Copy/Paper	
99-122:RC2	Lost or Stolen Plates Report	5 years	Hard Copy/Paper	
99-123:RC2	Moniker Index Card File	3 years	Hard Copy/Paper	
99-124:RC2	Stolen Auto Report Index Cards	3 years	Hard Copy/Paper	
*Microfilm (retained permanently), then destroy originals				

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

 FROM: City of Akron
 (political subdivision name)

 Police _____
 (unit)

(5)	(6)	(7)	(8)	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
	<u>Juvenile:</u>			
99-125:RC2	Report of Investigation/Case Status Report	2 years	Hard Copy/Paper	
99-126:RC2	Weapons Investigation Report	2 years	Hard Copy/Paper	
99-127:RC2	Report of Investigation	2 years	Hard Copy/Paper	
99-128:RC2	Report of Investigation (Child abuse investigations)	1 year	Hard Copy/Paper	
99-129:RC2	Incident Reports	1 year	Hard Copy/Paper	
99-130:RC2	Juvenile Sex Crime Cases	3 years	Hard copy/paper	
99-131:RC2	Juvenile Detention Cards	until age 18	Hard Copy/Paper	
99-132:RC2	Field Interrogation Card	5 years	Hard Copy/Paper	
99-133:RC2	Juvenile Reports	2 years	Hard Copy/Paper	
99-134:RC2	Juvenile Dental Records	2 years	Hard Copy/Paper	
99-135:RC2	Missing Person Card Files	5 years	Hard Copy/Paper	
99-136:RC2	Missing Person Report	2 years	Hard Copy/Paper	
99-137:RC2	Juvenile Monthly Reports	1 year	Hard Copy/Paper	
99-138:RC2	Commanders Report	1 year	Hard Copy/Paper	
99-139:RC2	Long Distance Tele. Log	1 year	Hard Copy/Paper	
	<u>Identification:</u>			
99-140:RC2	Police Officer Photos	until no longer working	Photograph/Negatives	
99-141:RC2	Public Relations Photos	5 years	Photograph/Negatives	
*Microfilm (retained permanently), then destroy originals				

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

 FROM: City of Akron
 (political subdivision name)

 Police _____
 (unit)

(5)	(6)	(7)	(8)	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
99-142:RC2	Trip Photographs	3 years	Photograph/Negatives	
99-143:RC2	Arrest Jackets/Deceased	5 years	Hard Copy/Paper	
99-144:RC2	Sealed Records	Permanent	Hard Copy/Paper	
99-145:RC2	Benevolent Records	Permanent	Hard Copy/Paper	
99-146:RC2	Bertillion Books	Permanent	Hard Copy/Paper	
99-147:RC2	Photos of Officers (retired or deceased)	Permanent	Photograph/Negatives	
99-148:RC2	Misdemeanor Arrest Cards	20 years	Hard Copy/Paper	
99-149:RC2	Firearm Registration Form	Permanent	Hard Copy/Paper	
99-150:RC2	Felony Arrest Record	Until deceased	Hard Copy/Paper	
99-151:RC2	Fingerprint Card	Until deceased	Hard Copy/Paper	
99-152:RC2	Photo Enlargement Requests	1 year	Hard Copy/Paper	
99-153:RC2	Supplemental Arrests	1 year	Hard Copy/Paper	
99-154:RC2	Completed Release Waiver Forms	1 year	Hard Copy/Paper	
99-155:RC2	Trip Photos (negatives & proof sheets)	Homicides-Perm. All other-10 years	Photograph/Negatives	
99-156:RC2	Latent Prints	Homicides-Perm. All other-10 years	Hard Copy/Paper	
99-157:RC2	Civil Service Photographs	2 years	Photograph/Negatives	
99-158:RC2	Confidentials	2 years	Hard Copy/Paper	
99-159:RC2	Deceased Files	5 years	Hard Copy/Paper	
99-160:RC2	Intox. Hall of Fame	Until deceased	Hard Copy/Paper	
*Microfilm (retained permanently), then destroy originals				

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

 FROM: City of Akron
 (political subdivision name)

Police
 (unit)

(5)	(6)	(7)	(8)	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
99-161:RC2	Report of Receipts/Cash Journals	1 year	Hard copy/paper	
99-162:RC2	Traffic Film Sign-in Sheet	2 years	Hard copy/paper	
99-163:RC2	Photo enlargement requests (non-traffic)	2 years	Hard copy/paper	
99-164:RC2	Receipt Books (money trans.)	1 year	Hard copy/paper	
	<u>Narcotics' Secretary's Office:</u>			
99-165:RC2	Case Files	Permanent	Hard Copy/Paper	
99-166:RC2	Uniform/Snud Case Files	Permanent	Hard Copy/Paper	
99-167:RC2	Computer Disks	Permanent	3.5" Diskette	
	<u>Office:</u>			
99-168:RC2	Gun-Tip Hotline (investigations done on calls)	3 years	Hard Copy/Paper	
99-169:RC2	Chief's Orders	2 years	Hard Copy/Paper	
99-170:RC2	Major's Orders	2 years	Hard Copy/Paper	
99-171:RC2	Correspondence (ltrs., memos, etc.)	1 year	Hard Copy/Paper	
99-172:RC2	Recorded Interviews	Permanent	Cassette Tape	
99-173:RC2	Evidence/Found Weapons Reports	Permanent	Hard Copy/Paper	
99-174:RC2	Evidence/Found Property Repts.	1 year	Hard Copy/Paper	
99-175:RC2	BCI Submission Results	Permanent	Hard Copy/Paper	
99-176:RC2	Supplemental Arrest Report	3 months	Hard Copy/Paper	
*Microfilm (retained permanently), then destroy originals				

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: City of Akron Police
(political subdivision name) (unit)

(5)	(6)	(7)	(8)	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
99-177:RC2	Magazine Solicitors	1 year	Hard Copy/Paper	
99-178:RC2	Inventory of Property	Permanent	Hard Copy/Paper	
99-179:RC2	Supplemental Felony Invest. Sheet	5 years *Homicide-permanent	Hard Copy/Paper	
99-180:RC2	Report of Investigation	2 years	Hard Copy/Paper	
99-181:RC2	Incident Reports	2 years-felony 30 days-misd.	Hard Copy/Paper	
99-182:RC2	Homicides-solved	Forward to Rec. Room for Perm. storage-discard any duplicate pgs.	Hard Copy/Paper	
99-183:RC2	Request for Service Info.	3 months	Hard copy/paper	
99-184:RC2	Grand Juries	3 years	Hard copy/paper	
99-185:RC2	Mayor's Orders	2 years	Hard copy/paper	
99-186:RC2	Orders of Served Detentions	2 years	Hard copy/paper	
99-187:RC2	Monthly Reports	4 years	Hard copy/paper	
99-188:RC2	Daily Details	1 year	Hard copy/paper	
	<u>Narcotics (forfeiture)</u>			
99-189:RC2	Disposed Vehicles (5 X 8 cards)	48 months	Hard copy/paper	
99-190:RC2	Active Seizure Cases (5 X 8 cards)	48 months	Hard copy/paper	
99-191:RC2	Disposed Seizure Cases (5 X 8 cards)	48 months	Hard copy/paper	
99-192:RC2	Active Forfeiture Cases (PD 203 case files)	Permanent	Hard copy/paper	
*Microfilm (retained permanently), then destroy originals				

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: City of Akron Police
(political subdivision name) (unit)

(5)	(6)	(7)	(8)	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
99-193:RC2	Disposed Forfeiture Cases (PD 203 case files) <u>Narcotics (diversion)</u>	Permanent	Hard copy/paper	
99-194:RC2	Disposed Diversion Cases (prescription case files)	1 year	Hard copy/paper	
99-195:RC2	Disposed Diversion Cases (case files)	1 year	Hard copy/paper	
99-196:RC2	Complaint Cards <u>Narcotics</u>	Permanent	Hard copy/paper	
99-197:RC2	Training Records (for k-9 unit)	Permanent	Hard copy/paper	
99-198:RC2	Case Files (files of seizure of narcotic material)	Permanent	Hard copy/paper	
99-199:RC2	Search Warrants (blank search warrants)	Permanent	Hard copy/paper	
99-20:RC2	Arrest Records	Permanent	Hard copy/paper	
99-201:RC2	Case files (records of arrested persons)	Permanent	Hard copy/paper	
99-202:RC2	Unit Files (policies, procedures, & forms)	2 years	Hard copy/paper	
99-203:RC2	Unit Case Files (case invest.)	Permanent	Hard copy/paper	
99-204:RC2	Investigation Files (audio cass. tapes of interviews & interrogations)	Until case disp.	Audio cassette tape	
99-205:RC2	Investigation Files (complaint cards)	Permanent	Hard copy/paper	
99-206:RC2	Investigation Files (index cards)	Permanent	Hard copy/paper	
*Microfilm (retained permanently), then destroy originals				

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: City of Akron Police
(political subdivision name) (unit)

(5)	(6)	(7)	(8)	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
99-207:RC2	Complaint File (complaint forms)	2 years or until computerized	Hard copy/paper	
99-208:RC2	Complaint File (forms assigned to be investigated)	Until case disp.	Hard copy/paper	
99-209:RC2	Case Files (by year)	Permanent	Hard copy/paper	
99-210:RC2	Case Files (misc. drug files)	Permanent	Hard copy/paper	
99-211:RC2	Investigation Files (Birch Case Files)	Permanent	Hard copy/paper	
99-212:RC2	Investigation Files (Thrower Brothers)	Permanent	Hard copy/paper	
99-213:RC2	RX Cases (old RX case files)	Permanent	Hard copy/paper	
99-214:RC2	Drug Cases (by year)	Permanent	Hard copy/paper	
99-215:RC2	RX Cases (RX case files)	Permanent	Hard copy/paper	
99-216:RC2	Pharmacy Records (old records)	Permanent	Hard copy/paper	
99-217:RC2	Diversion Unit Cases	Permanent	Hard copy/paper	
99-218:RC2	Unit Drug Case Files	Permanent	Hard copy/paper	
99-219:RC2	Drug Case Files (Shepard drug case file)	Permanent	Hard copy/paper	
99-220:RC2	Uniform Case Files	Permanent	Hard copy/paper	
99-221:RC2	Drug Case Files (miscellaneous)	Permanent	Hard copy/paper	
99-222:RC2	Case Files (disposed case files; year)	Permanent	Hard copy/paper	
99-223:RC2	RX Case Files (miscellaneous)	Permanent	Hard copy/paper	
*Microfilm (retained permanently), then destroy originals				

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

 FROM: City of Akron
 (political subdivision name)

 Police _____
 (unit)

(5)	(6)	(7)	(8)	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
	<u>Crimes Against Persons:</u>			
99-224:RC2	Detective Assignment Book	5 yrs., after completed	Hard copy/paper	
99-225:RC2	Homicides-unsolved	permanent	Hard copy/paper	
99-226:RC2	Case Files	5 yrs., after completed	Hard copy/paper	
99-227:RC2	Field Interrogation Report	10 years	Hard copy/paper	
99-228:RC2	Supplemental Arrest	until arrested; then 2 yrs.	Hard copy/paper	
99-229:RC2	Warrant Jacket	until served; or case disp.	Hard copy/paper	
99-230:RC2	Misdemeanor Arrests	3 years	Hard copy/paper	
99-231:RC2	Misdemeanor Reports	3 years	Hard copy/paper	
99-232:RC2	Detective Case Files	Until retirement	Hard copy/paper	
99-233:RC2	Felony Incident Reports	3 years	Hard copy/paper	
	<u>Crimes Against Property:</u>			
99-234:RC2	Assignment Log Book	Permanent	Computer	
99-235:RC2	Incident Report	2 years	Hard copy/paper	
99-236:RC2	Report of Investigation	2 years	Hard copy/paper	
99-237:RC2	ROI-Case Status	2 years	Hard copy/paper	
99-238:RC2	Supplemental Felony Invest. Sheet	2 years	Hard copy/paper	
99-239:RC2	Check/Forgery Case Jacket	5 years	Hard copy/paper	
*Microfilm (retained permanently), then destroy originals				

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: City of Akron Police _____
(political subdivision name) (unit)

(5)	(6)	(7)	(8)	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
99-240:RC2	Incident Report (Checks)	5 years	Hard copy/paper	
99-241:RC2	Report of Investigation (Checks)	5 years	Hard copy/paper	
99-242:RC2	ROI-Case Status (Checks)	5 years	Hard copy/paper	
99-243:RC2	Bad Check Information Sheets	5 years	Hard copy/paper	
99-244:RC2	Request for Results of Handwriting Comparison	2 years	Hard copy/paper	
99-245:RC2	Handwriting Samples	5 years	Hard copy/paper	
99-246:RC2	Motion for Handwriting	5 years	Hard copy/paper	
99-247:RC2	Check Forgery Case Jacket	5 years	Hard copy/paper	
99-248:RC2	Bad Check Information Business	5 years	Hard copy/paper	
	<u>Pawn:</u>			
99-249:RC2	Stolen Article Form	Permanent	Hard copy/paper	
99-250:RC2	Pawn Card-Gun	Permanent	Hard copy/paper	
99-251:RC2	Pawn Card (other than guns)	5 years	Hard copy/paper	
99-252:RC2	Pawn Transaction Notice	1 year	Hard copy/paper	
99-253:RC2	LEADS/NCIC Validation (guns only)	2 years	Hard copy/paper	
99-254:RC2	Detective Bureau Case Jacket	2 years	Hard copy/paper	
99-255:RC2	Gun Releases	2 years	Hard copy/paper	
99-256:RC2	Background checks	2 years	Hard copy/paper	
	<u>SNUD:</u>			
99-257:RC2	Rules & Regulations; Procedures: City Ordinance	Permanent or until amended	Hard copy/paper	
*Microfilm (retained permanently), then destroy originals				

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: City of Akron Police _____
(political subdivision name) (unit)

(5)	(6)	(7)	(8)	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
99-258:RC2	Buy Ledger	7 years	Hard copy/paper	
99-259:RC2	Computer Records (ROI's commander reports)	2 years	Hard copy/paper	
99-260:RC2	Case Files	3 years	Hard copy/paper	
99-261:RC2	Source Files	30 years	Hard copy/paper	
99-262:RC2	ROI Snud Files	3 years	Hard copy/paper	
99-263:RC2	ROI #171	3 years	Hard copy/paper	
99-264:RC2	Snud Daily	3 years	Hard copy/paper	
	<u>SERVICES SUBDIVISION</u>			
	<u>Training:</u>			
99-265:RC2	Gun Order Forms	2 years	Hard copy/paper	
99-266:RC2	Travel Records	2 years	Hard copy/paper	
99-267:RC2	Range Records	2 years	Hard copy/paper	
99-268:RC2	Training Academy Schedule	2 years	Hard copy/paper	
99-269:RC2	Range Releases	1 year	Hard copy/paper	
99-270:RC2	Instructor Lesson Plans	2 years	Hard copy/paper	
99-271:RC2	Firearms Assigned to Training	permanent	Hard copy/paper	
99-272:RC2	Academy Records	2 years	Hard copy/paper	
99-273:RC2	Attendance Roster (Class)	2 years	Hard copy/paper	
99-274:RC2	Acknowledgments (receipt of new/updated procedures)	2 years	Hard copy/paper	
*Microfilm (retained permanently), then destroy originals				

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: City of Akron Police
(political subdivision name) (unit)

(5)	(6)	(7)	(8)	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
	<u>Civil Liability:</u>			
99-275:RC2	Personnel Data	Permanent	Hard copy/paper	
99-276:RC2	Photos (negatives)	Permanent	Negatives/Photos	
99-277:RC2	Cassette Tapes	Permanent	Cassette Tape	
99-278:RC2	Possible Litigation File	2 1/2 years	Hard copy/paper	
99-279:RC2	Training Records	Permanent	Hard copy/paper	
99-280:RC2	Kathryn Place File	Permanent	Hard copy/paper	
99-281:RC2	George Fullilove File	6 years	Hard copy/paper	
99-282:RC2	Active Lawsuit File	Permanent	Hard copy/paper	
99-283:RC2	Officers Involved in Shootings	Permanent	Hard copy/paper	
99-284:RC2	Pursuit Report File	Permanent	Hard copy/paper	
99-285:RC2	Video Tape File	2 1/2 years	Video Tape	
99-286:RC2	Armstead Land File	8 years	Hard copy/paper	
99-287:RC2	Non-Police Possible Litigation File	2 1/2 years	Hard copy/paper	
99-288:RC2	Completed Lawsuits File	Permanent	Hard copy/paper	
	<u>Communications:</u>			
99-289:RC2	Leads Teletype (Missing juveniles; missing persons; stolen articles; warrants/wanted person)	3 years	Hard copy/paper	
99-290:RC2	Ohio & Out of state messages	3 years	Hard copy/paper	
99-291:RC2	Ohio Messages	3 years	Hard copy/paper	
*Microfilm (retained permanently), then destroy originals				

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: City of Akron Police
(political subdivision name) (unit)

(5)	(6)	(7)	(8)	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
99-292:RC2	Expired Plates	3 years	Hard copy/paper	
99-293:RC2	Fatal accident reports	3 years	Hard copy/paper	
99-294:RC2	Temporary protection orders	3 years	Hard copy/paper	
	<u>Information Desk:</u>			
99-295:RC2	Non-Dept. Secondary employ. request form	3 years	Hard copy/paper	
99-296:RC2	Quarterly Extra Job Earnings Report	3 years	Hard copy/paper	
99-297:RC2	Extra Job Call-on Log Sheets	3 years	Hard copy/paper	
99-298:RC2	Extra Job Log Sheets	3 years	Hard copy/paper	
99-299:RC2	Information. Desk Log Sheets	3 years	Hard copy/paper	
99-300:RC2	Information Desk Details	1 year	Hard copy/paper	
99-301:RC2	Summons Sign-out Forms	3 years	Hard copy/paper	
99-302:RC2	Extra Job Time Cards	3 years	Hard copy/paper	
99-303:RC2	Citation Sign-Out Sheets	3 years	Hard copy/paper	
99-304:RC2	Towed Vehicle Report	1 month	Hard copy/paper	
99-305:RC2	BMV Confidential	2 years	Hard copy/paper	
99-306:RC2	Chief's Orders	1 year	Hard copy/paper	
99-307:RC2	Confidential Plate Report	2 years	Hard copy/paper	
99-308:RC2	Death Notices/Funerals	2 years	Hard copy/paper	
99-309:RC2	Found Plate Letter	1 year	Hard copy/paper	
99-310:RC2	Hepatitis shots	3 years	Hard copy/paper	
*Microfilm (retained permanently), then destroy originals				

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: City of Akron Police _____
(political subdivision name) (unit)

(5)	(6)	(7)	(8)	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
99-311:RC2	Interdept. office confidential	2 years	Hard copy/paper	
99-312:RC2	Light Duty Assignments	2 years	Hard copy/paper	
99-313:RC2	Ordinances	3 years	Hard copy/paper	
99-314:RC2	Paycheck sign out sheet	3 years	Hard copy/paper	
99-315:RC2	Phone Logs	1 year	Hard copy/paper	
99-316:RC2	Private Parking Tows	1 year	Hard copy/paper	
99-317:RC2	Radio Sign out logs	1 year	Hard copy/paper	
99-318:RC2	Request for staffing	1 year	Hard copy/paper	
99-319:RC2	Sign in sheets	1 year	Hard copy/paper	
99-320:RC2	Vehicle Waivers	3 years	Hard copy/paper	
99-321:RC2	Visitor Sign in sheet	3 years	Hard copy/paper	
99-322:RC2	Extra Job radio sign out	1 year	Hard copy/paper	
99-323:RC2	Citation/Summons Ledgers	2 years	Hard copy/paper	
99-324:RC2	Loud Music Seizures	2 years	Hard copy/paper	
99-325:RC2	Vin Checks	2 years	Hard copy/paper	
99-326:RC2	BMV 3608 (Confiscation Form)	2 years	Hard copy/paper	
	<u>Benefits Office:</u>			
99-327:RC2	Personnel Files	Permanent until no longer working; then microfilm	Hard copy/paper	
	<u>Record Room:</u>			
99-328:RC2	Homicide Files (originals)	Permanent	Hard copy/paper	
99-329:RC2	Ohio Traffic Accident Reports	3-4 years*	Hard copy/paper	
*Microfilm (retained permanently), then destroy originals				

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: City of Akron Police
(political subdivision name) (unit)

(5)	(6)	(7)	(8)	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
99-330:RC2	Accident negatives; no fatalities	10 years	Negatives	
99-331:RC2	Incident Reports	*	Hard copy/paper	
99-332:RC2	Microfilm	Permanent	Negatives	
99-333:RC2	Daily Details	1 year*	Hard copy/paper	
99-334:RC2	Court/Training/Overtime Slips	2 years	Hard copy/paper	
99-335:RC2	City Vehicle Take Home Sheet	2 years	Hard copy/paper	
99-336:RC2	Report of Receipts	2 years	Hard copy/paper	
99-337:RC2	Motor Vehicle Theft Report	Permanent; film after recovery	Hard copy/paper	
99-338:RC2	Cash Journals	2 years	Hard copy/paper	
99-339:RC2	Employment Transactions/leave Report (493)	1 year	Hard copy/paper	
99-340:RC2	Adult & Juvenile Sealing Orders	3 years*	Hard copy/paper	
99-341:RC2	Procedures	until obsolete	Hard copy/paper	
99-342:RC2	Correspondence	2 years	Hard copy/paper	
99-343:RC2	Subpoenas	2 years	Hard copy/paper	
99-344:RC2	Daily Bulletin	1 year*	Hard copy/paper	
99-345:RC2	Report of Domestic Dispute Calls	2 years	Hard copy/paper	
99-346:RC2	Miscellaneous Information	until obsolete	Hard copy/paper	
99-347:RC2	Payroll overtime sheets	2 years	Hard copy/paper	
99-348:RC2	Payrolls #750 & #751	2 years	Hard copy/paper	
99-349:RC2	Incident Rpts- CBE (copies)	1 month after updated in system	Hard copy/paper	
*Microfilm (retained permanently), then destroy originals				

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: City of Akron Police
(political subdivision name) (unit)

(5)	(6)	(7)	(8)	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
99-350:RC2	Booking Tickets/Summons	1 month	Hard copy/paper	
99-351:RC2	Time used printout	2 years	Hard copy/paper	
99-352:RC2	Payroll daily worksheets	2 years	Hard copy/paper	
99-353:RC2	Request Forms	2 years	Hard copy/paper	
99-354:RC2	Monthly Billing-insurance request forms	2 years	Hard copy/paper	
99-355:RC2	Fax transmission cover sheet	1 month	Hard copy/paper	
99-356:RC2	Notification of court appear.	6 months	Hard copy/paper	
99-357:RC2	Personnel Files (former emp.)	2 yrs. past last working date	Hard copy/paper	
99-358:RC2	Recovery Sheets (Auto thefts/Missing Persons)	1 years	Hard copy/paper	
	<u>Services Office:</u>			
99-359:RC2	Equipment Cards	Permanent	Hard copy/paper	
99-360:RC2	Personnel Cards	5 years	Hard copy/paper	
99-361:RC2	Pay-Ins	5 years	Hard copy/paper	
99-362:RC2	Expenditure Vouchers/ Direct Pays	5 years	Hard copy/paper	
99-363:RC2	Purchase Requisitions	5 years	Hard copy/paper	
99-364:RC2	Purchase Orders Pending	5 years	Hard copy/paper	
99-365:RC2	Daily Bulletin	1 year	Hard copy/paper	
99-366:RC2	Annual Reports	Permanent	Hard copy/paper	
99-367:RC2	Notice of Investigation/Dept. Of Law Claims	2 years	Hard copy/paper	
*Microfilm (retained permanently), then destroy originals				

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: City of Akron Police
(political subdivision name) (unit)

(5)	(6)	(7)	(8)	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
99-368:RC2	Inventories	Permanent	Hard copy/paper	
99-369:RC2	Purchase Orders-completed	5 years	Hard copy/paper	
99-370:RC2	Typewriter List	1 year	Hard copy/paper	
99-371:RC2	Issued Equipment	1 year	Hard copy/paper	
99-372:RC2	Address Changes	1 year	Hard copy/paper	
99-373:RC2	Death Notification Form	1 year	Hard copy/paper	
99-374:RC2	APD Communications Summary	1 year	Hard copy/paper	
99-375:RC2	BMD Work Orders	1 year	Hard copy/paper	
99-376:RC2	Chief's Directives	1 year	Hard copy/paper	
99-377:RC2	Chief's Orders	1 year	Hard copy/paper	
99-378:RC2	City Storeroom Request	1 year	Hard copy/paper	
99-379:RC2	Letters from Mayor's Office	1 year	Hard copy/paper	
99-380:RC2	Letters from Purchasing	1 year	Hard copy/paper	
99-381:RC2	Maintenance Repair Receipts	1 year	Hard copy/paper	
99-382:RC2	Ohio Traffic Crash Report	1 year	Hard copy/paper	
99-383:RC2	Personnel Resignations	1 year	Hard copy/paper	
99-384:RC2	Transportation Reports	2 years	Hard copy/paper	
99-385:RC2	Vacancy Postings	2 months	Hard copy/paper	
99-386:RC2	Daily Detail	1 year	Hard copy/paper	
99-387:RC2	Bi-monthly telephone logs	2 years	Hard copy/paper	
99-388:RC2	Cell phone bills	1 year	Hard copy/paper	
*Microfilm (retained permanently), then destroy originals				

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: City of Akron Police _____
(political subdivision name) (unit)

(5)	(6)	(7)	(8)	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
99-389:RC2	Report of Damage/Loss <u>Community Relations</u>	2 years	Hard copy/paper	
99-390:RC2	Building Tour Forms	1 year	Hard copy/paper	
99-391:RC2	Request for Public Appearance	1 year	Hard copy/paper	
99-392:RC2	Public Correspondences	1 year	Hard copy/paper	
99-393:RC2	Gun Safety/Buy Back Info.	1 year	Hard copy/paper	
99-394:RC2	Recruitment/Background Info.	Permanent	Hard copy/paper	
99-395:RC2	Completed Background Investigations	Permanent	Hard copy/paper	
99-396:RC2	Complaint Files	1 year	Hard copy/paper	
99-397:RC2	Equal Employment Opportunity Documents	Permanent, unless superseded	Hard copy/paper	
99-398:RC2	Block Club Members	2 years	Hard copy/paper	
99-399:RC2	Benevolent Records	Permanent	Hard copy/paper	
99-400:RC2	Coloring Book Information	1 year	Hard copy/paper	
99-401:RC2	Neighborhood Problem Files	1 year	Hard copy/paper	
99-402:RC2	Completed tours & Program Forms	1-2 years	Hard copy/paper	
99-403:RC2	Equal Employment Opportunity Records	1 year	Hard copy/paper	
99-404:RC2	Blank Public Appearance & Tour Forms	1 year	Hard copy/paper	
99-405:RC2	Alarm Reports	2 years	Hard copy/paper	
*Microfilm (retained permanently), then destroy originals				

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: City of Akron
(political subdivision name)Police
(unit)

(5)	(6)	(7)	(8)	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
99-406:RC2	Police Community Relations Crime Reports	Permanent	Hard copy/paper	
99-407:RC2	Complaints & Correspondence	1-2 years	Hard copy/paper	
99-408:RC2	Completed Employment Applications	5 years	Hard copy/paper	
99-409:RC2	S.W.A.P. Payroll Records	5 years; 80 yrs old or deceased	Hard copy/paper	
99-410:RC2	Completed Backgrounds for Technicians & Reserves	Permanent	Hard copy/paper	
99-411:RC2	Police Officer Background Forms	Permanent	Hard copy/paper	
99-412:RC2	Sgt's. Program and Activity Files	Permanent	Hard copy/paper	
99-413:RC2	Vision Care Files	Permanent; unless deceased	Hard copy/paper	
	<u>Planning & Research:</u>			
	Grants:			
99-414:RC2	Supplemental Hiring-Phase I	6 years	Hard copy/paper	
99-415:RC2	COPS MORE 96	4 years	Hard copy/paper	
99-416:RC2	Encourage Arrest Policy	2 years	Hard copy/paper	
99-417:RC2	TIIAP	2 years	Hard copy/paper	
99-418:RC2	Domestic Violence-COPS	4 years	Hard copy/paper	
99-419:RC2	COPS AHEAD	6 years	Hard copy/paper	
99-420:RC2	Weed & Seed FY 96	5 years	Hard copy/paper	
*Microfilm (retained permanently), then destroy originals				

Form RC-2

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: City of Akron Police
(political subdivision name) (unit)

(5)	(6)	(7)	(8)	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
99-421:RC2	LLEBG FY 96	5 years	Hard copy/paper	
99-422:RC2	DARE II	5 years	Hard copy/paper	
99-423:RC2	Universal Hiring I	7 years	Hard copy/paper	
99-424:RC2	School Based Partnership	5 years	Hard copy/paper	
99-425:RC2	Advancing Community Policing	6 years	Hard copy/paper	
99-426:RC2	DO THE RIGHT THING	6 years	Hard copy/paper	
99-427:RC2	Enterprise Community	6 years	Hard copy/paper	
99-428:RC2	Neighborhood Development	6 years	Hard copy/paper	
99-429:RC2	COPS IN SHOPS	6 years	Hard copy/paper	
99-430:RC2	OPEN M Contract	6 years	Hard copy/paper	
99-431:RC2	Universal Hiring II	10 years	Hard copy/paper	
99-432:RC2	COPS Reports	6 years	Hard copy/paper	
99-433:RC2	Weed & Seed Applications 92 & 94	5 years	Hard copy/paper	
99-434:RC2	Misc. Grant Information	5 years	Hard copy/paper	
	<u>Departmental:</u>			
99-435:RC2	Telephone Messages; voice mail; e-mail	Until no longer of Admin. or Legal Value	Hard copy/paper Computer/Tape	
*Microfilm (retained permanently), then destroy originals				